



To: All HOPWA Project Sponsors
From: Michelle Kincaid, IHFA Compliance Manager
Lisa Coffman, HOPWA Coordinator
Date: September 16, 2002
Re: **Equipment Purchases**

Notice: HOPWA 02-02

Effective October 1, 2002, HOPWA project sponsors are required to obtain approval from Indiana Housing Finance Authority (IHFA) prior to the purchase of any equipment with HOPWA funds.

For the purposes of this policy, equipment is defined as:

- Computers and related hardware
- Office equipment and furniture (copy machines, telephones, printers, etc.)
- Furnishings for HOPWA assisted facilities

HOPWA project sponsors will be required to submit justification of the purchase including what it will be used for, the percentage of time it will be used on the HOPWA program and a cost-price analysis.

IHFA, using guidance from HUD, will then make a determination on how much of the purchase price is eligible to be charged to the HOPWA program.

If you have any questions or concerns regarding the information in this memo, please contact Lisa Coffman at (317) 233-1814 or (800) 872-0371 or via e-mail at lcoffman@ihfa.state.in.us.

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